CIRCULAR.

No. 237 OF 1874.

SEPARATE DEPARTMENT.

Bombay Castle, 30th October 1874.

Considerable inconvenience having been caused at times for want of the addresses of officers who are known to be in Bombay, all officers in the Covenanted and Uncovenanted* Civil Service and Military officers in civil employ are requested, when arriving in Bombay from England, or visiting Bombay on leave, to write their addresses in the Address Book in the Entrance Hall of the Secretariat.

* Gazetted officers only.

NOTIFICATION.

No. 1346.

POLITICAL DEPARTMENT.

Bombay Castle, 17th March 1882.

It is notified for general information that ceremonial or complimentary addresses to Her Majesty the Queen and Empress, to members of the Royal Family or to high officials in England from allied or tributary Chiefs or other Natives of India in this Presidency should be forwarded to the Government of Bombay for transmission through the Government of India. This rule applies to addresses which it is proposed to forward by telegraph.

Indian Civil Service : The previous sanction of the Government of India is required to the employment of retired members of the — in any appointments to which the approval of a Local Government or Administration has to be given.

No. 3635.

REVENUE DEPARTMENT.

Bombay Castle, 31st May 1898.

Resolution of the Government of India, Home Department (Public), No. 707—23, dated 4th May 1898 :—

"There have been recently not a few cases in which members of the Indian Civil Service and officers who have held appointments usually reserved for Indian Civil Servants have, after retirement from the service of Government, been appointed

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to service under a Municipal Committee or employed in the management of private estates in British India. The Governor General in Council considers that there are usually serious objections to the taking of such employment by retired officers, and His Excellency in Council is accordingly pleased to direct that in future no retired member of the Indian Civil Service, or Military officer who has been in Civil employ, or other officer who has held an appointment which is ordinarily reserved for members of the Indian Civil Service, shall be employed in any appointment to which the approval of a Local Government or Administration has to be given without the previous sanction of the Government of India."

RESOLUTION.—Copies of the Resolution of the Government of India should be forwarded to all members of the Indian Civil Service on the Bombay establishment for information.

2. Copies should also be forwarded to all Departments of the Secretariat for information.

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(5)

Official Correspondence: Notifications published in the Government Gazette regarding appointments, leave, transfers, &c., render unnecessary issue of Government Resolutions except in certain cases.

No. 3647.

GENERAL DEPARTMENT.

Bombay Castle, 12th July 1900.

Memorandum from the Judicial Department, No. 1496, dated the 26th February 1900.

Memorandum from the General Department to the Famine, Public Works, Railway, and Plague Departments, No. 1525, dated the 16th March 1900.

Memorandum from the Famine Department, No. 1846, dated the 29th March 1900.

Memorandum from the Public Works Department, No. B.—201, dated the 7th April 1900.

Memorandum from the Public Works Department (Railway), No. 1054, dated the 1st May 1900.

Memorandum from the General Department (Plague), No. 3026-P., dated the 12th May 1900.

RESOLUTION.—The Superintendent, Government Central Press, should be requested to insert in future issues of the *Bombay Government Gazette*, below the heading "Civil Appointments" in Part I, the following Standing Notice in large red type:—

"*Notice.*

Heads of Departments and all other officers concerned should note that Notifications in the *Gazette* are in future to be accepted as disposing of all references regarding leave, transfers, appointments, powers and other personal questions affecting gazetted officers as to which orders are gazetted by the Governor in Council in this part of the *Gazette*, and that any subsidiary orders as to relief of their subordinates and the like which such Notifications necessitate must be issued by them on receipt of the *Gazette*, as no other orders will be issued by Government."

2. In future, orders in the cases specified will not ordinarily be issued by Government Resolutions, as heretofore, or communicated to the local authorities otherwise than by notification in the *Government Gazette*. Heads of Offices under the several Departments of the Secretariat are requested to note this change of procedure.

3. Separate intimation by memorandum or Government Resolution should, however, for account purposes, be given to the Accountant General by the Departments concerned in the following cases:—

(1) When leave out of India is granted to an officer on account of ill health. [In this case the reason for the grant of the leave should be

separately communicated—*vide* Government Resolution, Financial Department, No. 3354, dated the 31st July 1897.]

(2) When the issue of an officer's last pay certificate would probably be delayed if no intimation of the grant of the leave reached the Accountant General before its notification in the *Government Gazette*.

(3) When an officer is transferred otherwise than for the public convenience (Article 1206(*a*) of the Civil Service Regulations).

(4) When officers who have appeared for departmental examinations have failed to pass. [In this case it will be necessary for the Accountant General to audit their travelling allowance bills.]

(5) When the sanction of higher authority to appointments is required and has been applied for.

(6) When special temporary appointments or deputations are sanctioned under Article 95 of the Civil Service Regulations.

(7) When instructions are given to an officer to join his appointment on a particular date.

(8) When the notifications relate to additional charges and it is necessary for Government to issue special orders, *e.g.*, granting charge allowance, making a declaration that the appointment entails a substantial increase of responsibility and addition of work, under Article 176 of the Civil Service Regulations, waiving the proviso of Article 184, &c.

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(6)

Rules for regulating the purchase of books and newspapers or other periodical publications at the public expense.

No. 3360.

GENERAL DEPARTMENT.

Bombay Castle, 13th September 1884.

Resolution of the Government of India, Department of Finance and Commerce (Accounts and Finance—Stores), No. 2980, dated 25th August 1884:—

"Read again the following papers, viz.:—

Resolution No. 2359, dated 30th August 1872 (Expenditure Proceedings, October 1872, Nos. 1—4).

Resolution No. 2367, dated 16th November 1875 (Expenditure Proceedings, December 1875, No. 1).

Resolution No. 1359, dated 1st July 1878 (Account Proceedings, December 1878, Nos. 877—884).

Resolution No. 1548, dated 9th July 1879 (Account Proceedings, July 1879, Nos. 516—519).

Resolution No. 185, dated 10th January 1883, paragraphs 13 to 19 (Account Proceedings, January 1883, Nos. 3—6).

RESOLUTION.—The rules for regulating the purchase of books and newspapers or other periodical publications at the public expense are now contained in various orders and circulars, some of which are of old date and apt to be overlooked. It has therefore been considered desirable to consolidate them, and the rules in the succeeding paragraphs should in future guide all such purchases.

2. These rules apply to books or newspapers purchased at the cost of the Imperial and Provincial Revenues and of Incorporated Local Funds, but not to those purchased on account of Excluded Local Funds.

3. Books and newspapers or other periodical publications, whether published in or out of India, shall not be purchased or subscribed for at the public expense by any public officer without the previous sanction of the Local Government, or, in the case of officers under the Government of India, of the Department to which the officer is subordinate.

4. Books for regimental schools, regimental and prison libraries, and military offices will, so far as the requisitions are in accordance with the rules in force in the

Military Department, be bought under the orders of the Government of India in the Military Department for the Bengal Army, and of the Governments of Madras and Bombay for the armies in those Presidencies.

5. Books for the Educational Department should be obtained under the present rules and usage of the several Local Governments concerned.

6. The officers of the Account Department are enjoined to require proof of such sanction before admitting charges of this character.

7. Government does not undertake to supply books and newspapers indiscriminately, and supplies must be confined to what is found actually necessary for the public service independently of the desire of officers for improvement on subjects connected with their duties. Purchases of hand-books, manuals, practical guides and the like should be rarely, if ever, made for executive officers, but mainly for officers charged, among other duties, with important deliberative duties of advising Government on special or important subjects.

8. Commentaries or annotations on Acts of the legislature will in no case be supplied by Government.

9. Directories and works of a cognate character can only be allowed under special circumstances where there may be evident inconvenience to the public service if they are not at hand for reference.

10. Official publications issued in India, such as the Postal Guide, the Civil Lists, the Codes of the Financial or Public Works Departments, the Army Lists, &c., are to be supplied only under instructions from the Local Governments or Departments of the Government of India. No payment should be required for books of this class.

11. Official publications (other than Parliamentary papers) published in England should be procured by the Departments of the Government of India and by the Local Governments and Administrations requiring them for their own use and for the use of the officers subordinate to them, by indents forwarded to the address of the Assistant Under Secretary of State for India; the revenues (Imperial, Provincial, or Local) to which the cost is chargeable, and, if Imperial, the head of account or grant to which it is debitable, being specified in the requisition.

The following are not to be considered official publications :—

Acts of Parliament (except Mutiny Acts, which the Secretary of State will supply).
London Gazette.
War Office Army List.
British Postal Guide.
British Code List.
Royal Navy List.
Mercantile Navy List.

12. Parliamentary papers required for departments and officers elsewhere than in the Presidencies of Madras and Bombay will be supplied as published by the Secretary of State to the Home Department of the Government of India under the terms of his despatch No. 5, dated 13th January 1876. All communications regarding their distribution should be made to the Secretary to the Government of India in the Home Department.

13. Parliamentary papers required by the Governments of Madras and Bombay should be obtained direct from the Secretary of State.

14. All books and periodicals procured for any office should be registered or filed, and must not be permanently removed from the office for which they were intended.

15. Payments for books, newspapers and periodicals procured from abroad should by preference be made in India either through an agent or a bank on bills drawn by the supplier. When this is not practicable, the remittance should be made invariably through the local Accountant General and the accounting officers of the Military and Public Works Departments, who should be responsible for the purchase of bills.

ORDERED that the foregoing Resolution be communicated as follows :—

Original papers returned. To the Public Works Department and the other Departments of the Government of India.
To all Local Governments and Administrations.
To the Comptroller and Auditor General, the Comptroller of Indian Treasuries, and to all Accountants General and Comptrollers.
To the Head Commissioner, Paper Currency.
To the Mint Masters, Calcutta and Bombay.
To the Director General of the Post Office.
To the Commissioner, Northern India Salt Revenue."

RESOLUTION.—Copies of the Resolution should be forwarded to all Departments of the Secretariat and all Heads of Offices under the several Departments for information and guidance.

No. 941.

GENERAL DEPARTMENT.

Bombay Castle, 5th March 1889.

Letter from the Accountant General, No. P.A.—29100, dated 16th January 1889 :—

> "With reference to paragraph 2 of Government Resolution No. 59, dated 7th January 1889, regarding the rules for the purchase of books, I have the honour to state that the rules of the Government of India (cited in Government Resolution No. 3360, dated 13th September 1884) being of later date must be held to supersede the rules framed by this Government, bearing date 23rd August 1876, and Rule 3 of the rules of the Government of India distinctly states that books and newspapers or other periodical publications, whether published *in India* or out of India, shall not be purchased or subscribed for at the public expense without the *previous* sanction of the Local Government. Rule 6 of the Bombay Government rules, no doubt, requires half-yearly reports to be made by certain Heads of Departments of the purchases of books sanctioned by them, but the scrutiny is exercised by the Local Government on these sanctions *after* the purchases have been made, and not *before* as intended by the Government of India. In these circumstances I am respectfully of opinion that the Resolution of 3rd November 1884 requires reconsideration."

RESOLUTION.—In view of the representation now received from the Accountant General, His Excellency the Governor in Council is pleased to direct, in modification of paragraph 1 of Government Resolution No. 3986, dated 3rd November 1884, that in future, in conformity with Rule 3 of the rules promulgated in the Resolution of the Government of India, No. 2980, dated 25th August 1884, embodied in the preamble of this Government's Resolution No. 3360, dated 13th September 1884, books and newspapers or other periodical publications published in India shall not be purchased or subscribed for at the public expense by any public officer without the previous sanction of Government. This order withdraws the authority granted by Rules 3 and 6 of the rules published at page 750, Part I, of the *Bombay Government Gazette* of 24th August 1876 and by Government Resolution, General Department, No. 4647, dated 5th December 1885, to the Heads of Offices named in the margin to sanction applications from their subordinates for the purchase of books.

The Commissioner in Sind.	The Survey and Settlement Commissioner.
The Commissioner, N. D.	The Director of Public Instruction.
The Commissioner, S. D.	The Inspector General of Police.

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(7)

CIRCULAR.

No. 1806 OF 1845.

TERRITORIAL DEPARTMENT
(REVENUE).

TO THE

SIR,

Whereas much inconvenience and embarrassment have been found to arise from the possession, by Native subordinate officers, of certificates from their European superiors, of good conduct which subsequent experience has proved to be unmerited, the Governor in Council is pleased to enjoin on all Civil officers, especially on those in the junior grades of the service, the exercise of